



January 5, 2006

To: Soil Conservation District Chairman

From: Kathie Shea, Program Coordinator

Subject: District Budget Request for FY-2008

This memorandum is the Soil Conservation Commission official notice for the FY-08 District Budget Request due on or before Friday, May 5, 2006

District Budget Request for FY-2008 includes a twelve-month period covering July 1, 2007 to June 30, 2008. In order to prepare your request The District must receive a Letter of Intent from the county and/or city. The following guidelines should assist you in preparing your budget request and submitting it along with your Letter of Intent.

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2270 Old Penitentiary Road  
Boise, ID 83701-0790

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Fax (208) 334-2386

scc.idaho.gov

Governor  
Dirk Kempthorne

Commission members

Bill Whittom  
J. Morgan Evans  
Gary Grindstaff  
Jerry Reid  
Tom Johnston

Administrator  
Jerry Nicolescu

**1. Districts receiving money from governmental entities such as cities and/or counties must formalize the process by requesting the entity complete and sign a Letter of Intent (Example enclosed).**

- a. It is important the District receive county and city funds each fiscal year.
- b. It is essential that all districts maintain a liaison with the County Commissioners throughout the year and especially when the county budgets are prepared. Some counties begin budget hearings in April. Most county budgets are established by early September.

**2. The budget request includes anticipated receipts and proposed expenditures of general funds and is to be created in QuickBooks using the chart of accounts developed in your QuickBooks file.**

- a. Districts participating in the Water Quality Program for Agriculture, EPA, 319, BPA etc. projects should not include special project funds in the budget request.
- b. Eighty-five percent (85%) of funds received by the District during a fiscal year must be expended to carry out the District's five-year plans

**3. Before you begin developing your budget you probably will want to print out a profit and loss report for the previous year to help guide your budget figures for the upcoming year. To develop your budget in QuickBooks 2004 follow the steps below:**

**Step One:** On the menu at the top of the screen click on Company > planning and budgeting > set up budget.

**Step Two:** Top right of the window > create new budget. Click next and your best choice is probably to create budget from scratch using the profit and loss.

**Step Three:** Specify the year 2006-2007 and budget type profit and loss. Click next and "no additional criteria unless you are using customers or classes to track district funds. You can enter the full year's budget for each income and expense account by entering the total for the year in July.

**Step Four:** An example of Income and Expense item to be included are listed below.

**Income:**

County Appropriations

State Appropriations

Base Funding – (\$5,000)

General – (Twice the amount of county appropriations)

**Expense:**

Audit

District Employee Travel

Dues

Office Supplies

Payroll

Public Outreach

Supervisor Travel

Utilities (phone line & internet service)

These accounts are a minimum for the budgeted items. If you have other income or expenses that pertain specifically to your district please include those also. If you receive in-kind services from the county you will need to create a new income account called "County In-kind". If you need assistance with this give me a call. When you complete your budget you can review and print it by going to reports on the top menu > budget > profit & loss budget overview.

At the top of the report make sure your dates are 7/01/2007 to 6/30/2008 and the columns box is by the year not month.

You can memorize this by clicking memorize at the top of the screen and naming it FY07-08 budget request.

In the past the total income and expenses on your budget request had to be equal amounts. Please get as close as possible however; anything within \$200.00 is acceptable.

Once you finish, print the final form and have the District Chairman or Treasurer sign and date it at the bottom and mail or fax it to the Soil Conservation Commission.

The District's FY-2008 (7/1/07 to 6/30/08) QuickBooks Budget Request and Letter(s) of Intent are due by May 5, 2006 to:

Kathie Shea, Program Coordinator  
Soil Conservation Commission  
P.O. Box 790  
Boise, Idaho 83701-0790  
Telephone: 208-332-8647  
Email: [kshea@agri.state.id.us](mailto:kshea@agri.state.id.us)

If you have any questions, please contact Kathie Shea at 332-8647.

Attachments:

Sample Letters of Intent (SCC 2/95 L1 and 2/95 L1.a)